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The attached minutes of the Mason Transit Authority regular meeting held on the 16th day of March, 2021, were approved by the Mason Transit Authority Board, by motion, on this 20th day of April, 2021.

DocuSigned by:
Sharon Trask
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Sharon Trask, Chair

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

DocuSigned by:
John Campbell
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John Campbell, Authority Member

DocuSigned by:
Kevin Dorcy
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Kevin Dorcy, Authority Member

Matt Jewett, Authority Member

DocuSigned by:
Wes Martin
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Wes Martin, Authority Member

DocuSigned by:
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Randy Neatherlin, Authority Member

DocuSigned by:
Kevin Shutty
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Kevin Shutty, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 5/3/2021

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Mason Transit Authority
Minutes of the Regular Board Meeting
March 16, 2021
MTA Transit-Community Center
Conference Room
601 West Franklin Street
Shelton

Pursuant to Governor's Proclamation 20-28.15 and 20-25.12, the public meeting was held virtually using WebEx with the public being able to attend in listen-only mode, except during the public comment period, as well as in person.

OPENING PROTOCOL
CALL TO ORDER: 4:00 p.m.

ROLL CALL AND DETERMINATION OF QUORUM
Authority Voting Board Members Present: Sharon Trask, Chair; Sandy Tarzwell, Vice Chair; Cyndy Brehmeyer, John Campbell, Matt Jewett, Wes Martin and Randy Neatherlin. **Quorum met, Board members Brehmeyer and Neatherlin attended in person and remaining named Board members were present via WebEx virtual conference.**

Authority Voting Board Members Not Present: Kevin Dorcy and Kevin Shutty.

Authority Non-voting Board Member Not Present: Greg Heidal, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present: John Piety

MTA Staff present in person: Mike Ringgenberg, Interim General Manager, Tracy Becht, Clerk of the Board and Tyler Hildebrandt, Technical Support Analyst.

MTA Staff present via WebEx virtual conference: LeeAnn McNulty, Administrative Services Manager; Marshall Krier, Maintenance and Facilities Manager and Trina Gwerder, Acting Operations Manager.

Others present via WebEx virtual conference:
Robert Johnson, MTA Legal Counsel, Elizabeth Safsten of WSDOT and Sonja Prothman of Prothman.

ACCEPTANCE OF AGENDA

Moved that the agenda for the March 16, 2021 Mason Transit Authority (MTA) regular board meeting be approved. **Campbell/Neatherlin. Motion carried.**

PUBLIC COMMENT – None.

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CONSENT AGENDA

Moved to approve Consent Agenda items 1-3 as follows:

1. **Moved** to approve the minutes of the MTA special Board meeting of March 3, 2021.
2. **Moved** that the Mason Transit Authority Board approve the financial reports for February, 2021.
3. **Moved** that the Mason Transit Authority Board approve the payments of February 13, 2021 through March 12, 2021 financial obligations on checks#34979 through 35077, as presented for a total of $1,329,669.40

Martin/Brehmeyer. Motion carried.

REGULAR AGENDA

UNFINISHED BUSINESS

1. **HR Board Committee Report on General Manager Recruitment**. Internim General Manager, Mike Ringgenberg, informed the Board that the HR Committee and staff had met since instructed to do so by the Board at its May 3 special Board meeting and explored options relating to recruitment of a new General Manager. The HR Board Committee is ready to provide a recommendation to the Board.

   The Committee agreed it would be in the best interest of time to have a simultaneous internal and external recruitment. It was further recommended by the HR Board Committee to move forward with an external recruiter, specifically, Prothman. Sonja Prothman was introduced to the Board and described the benefits of using an external recruiter as well as their success in hiring for other nearby transit agencies. They have developed tools over the past 15 years as to who they would recommend and be flexible in how to schedule meetings with staff and Board members. Following Ms. Prothman's discussion, Board member Neatherlin stated that Mr. Ringgenberg had done his homework. Citizen Adviser to the Board, John Piety, asked that he or ridership have an opportunity to be a part of the process. **Moved** that the Mason Transit Authority Board approve Resolution No. 2021-08 that approves the agreement with Prothman and authorizes the Interim General Manager to sign that Agreement.
   Neatherlin/Campbell. **Motion carried**.

NEW BUSINESS

1. **2021 Certifications and Assurances**. Mr. Ringgenberg informed the Board that the 2021 Certifications and Assurances are an annual requirement by the FTA to receive federal grant assistance for either capital or operating. **Moved** that the Mason Transit Authority Board approve and authorize the Board Chair to sign the FTA Fiscal Year 2021 Certifications and Assurances to acknowledge compliance as required.
   Tarzwell/Jewett. Motion carried.

2. **Third Amendment to Agreement GCB2304**. LeeAnn McNulty, Administrative Services Manager, described the need for the $433,366 increase in Contractor funds, the addition of which will represent the total match of $1,187,500 that is required for the project. Ms. McNulty informed the Board that MTA previously encumbered $950,000 for the match requirement. **Moved** that the Mason Transit Authority Board approve

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Resolution No. 2021-09 that approves the Third Amendment to Capital Construction Grant Agreement GCB2304 and authorizes the Interim General Manager to sign that agreement. **Neatherlin/Campbell**. **Motion carried**.

3. **Request for Additional FTEs**. Mr. Ringgenberg described the need for the additional FTEs and the circumstances leading up to the request. In 2020, MTA previously had 44 drivers and, due to the pandemic and other extenuating circumstances such as uncertainty of I-976 outcome, retirements, and moving from one position to another within the Operations team, the 2021 Budget provided for 34 drivers. Due to the shortage of drivers, it has been necessary for the Operations team to continually pull drivers from the Maintenance team to keep service operating. The two FTEs being requested will provide a bus cleaner for the Maintenance team and an Operations Coordinator with a focus on COVID-19 matters. Mr. Ringgenberg also indicated that he anticipates coming back to the Board in the coming months to request additional FTEs for drivers. Board member Neatherlin asked how it is possible that there would be no impact to the budget if MTA hired two new FTEs. Mr. Ringgenberg indicated that the 2021 costs associated with the two new FTEs would be absorbed by MTA not having a General Manager salary to pay for the next few months. **Moved** that the Mason Transit Authority Board approve the hiring of two new FTEs. **Tarzwell/Martin. Motion carried.**

4. **JayRay's February Report on Public Relations.** Mr. Ringgenberg provided highlights of the report to the Board.

5. **Change Order No. 001 for the Belfair Park and Ride Project**. Marshall Krier, Maintenance and Facilities Manager, summarized the purpose of the change order, which related to revising the water line and fire line to meet the revised Belfair Water District and Mason County Fire Marshall requirements. He also indicated that as they worked to narrow down the costs, it was reduced from $34,000 to $24,000.

Informational Items:

Mr. Ringgenberg gave highlights relating to each of the reports.

General Manager's Report:

Board member Neatherlin wanted to recognize and give a special commendation to MTA Driver Dan Sharpe for his exceptional customer service to the North Mason community during the vaccination program. Board member Neatherlin stated that he observed Driver Dan treating each of his 28 riders with the greatest respect. He would like Mr. Sharpe to be available at the April Board meeting so that he can be recognized, as well as a commendation placed in his file.

Citizen Adviser John Piety requested that once the candidates that applied for the General Manager position had been narrowed down, he would like an opportunity to participate in the interviews in his role as Citizen Adviser.

Moved that the meeting be adjourned.

ADJOURNED 4:55 p.m.

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UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
Regular Meeting
April 20, 2021 at 4:00PM
On-line via WebEx and in person at:
Port of Allyn
18560 East State Route 3
Allyn